



**Purchasing Contract
CITY OF AUSTIN
RECOMMENDATION FOR COUNCIL ACTION**

**AGENDA ITEM NO.: 18
AGENDA DATE: Thu 08/25/2005
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SUBJECT: Authorize execution of a 12-month Interlocal Agreement with AUSTIN COMMUNITY COLLEGE, Austin, TX, to provide training classes and individual coaching sessions on the use of Quickbooks accounting software to small business owners for the Economic Growth and Redevelopment Services Office, in an amount not to exceed \$30,000, with two 12-month extension options in an amount not to exceed \$30,000 per extension option, for a total agreement amount not to exceed \$90,000.

AMOUNT & SOURCE OF FUNDING: Funding in the amount of \$30,000 is available in the Fiscal Year 2004-2005 Amended Operating Budget of the Economic Growth and Redevelopment Services Office. Funding for the extension options is contingent on available funding in future budgets.

FISCAL NOTE: There is no unanticipated fiscal impact. A fiscal note is not required.

REQUESTING Purchasing **DIRECTOR'S**
DEPARTMENT: for Economic Growth and **AUTHORIZATION:** Vickie Schubert
Redevelopment Services;

FOR MORE INFORMATION CONTACT: Mick Osborne, Sr. Buyer/974-2995

PRIOR COUNCIL ACTION: N/A

BOARD AND COMMISSION ACTION: N/A

PURCHASING: Interlocal agreement.

MBE / WBE: N/A

This action will approve an interlocal agreement with Austin Community College (ACC) to provide training classes and individual coaching sessions on the use of Quickbooks accounting software to small business owners. The classes and coaching sessions offered through this agreement will help small business owners and entrepreneurs gain or improve their proficiency in using Quickbooks, which is an accounting/bookkeeping software widely used by small businesses. It is expected that about 280 business owners will be provided with these services.

The classes will be held in the Economic Growth and Redevelopment Services Office Small Business Development Program's (SBDP) PC Lab at One Texas Center, with ACC providing the instructor and materials. Introductory, Intermediate, and Advanced classes will be offered to assist clients at various skill levels, and the SBDP will work with ACC to develop industry specific classes as well. The students will receive Continuing Education Credits for the classes through ACC.

The coaching sessions will be one-to-one, one-hour sessions designed to help the client with a specific need or problem related to the use of Quickbooks accounting/bookkeeping software. The coaching sessions will also be provided at the SBDP's One Texas Center location, with ACC providing the instructor/coach.

This agreement is entered into under the provisions of the Interlocal Cooperation Act, Chapter 791, Texas



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Government Code.